

Metropolitan Government
of Nashville and Davidson County

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BUILDING OPERATIONS SERVICE MANUAL

The following is a summary of the services provided by the Department of General Services Building Operations Support Services ("B.O.S.S.") Division. The scope and type of services are presented by the specific division within BOSS.

Any services not listed under the Base Level are considered discretionary; initialization of such services requires a funding string be provided to BOSS by the requesting department. All work involving new construction, as modification or improvement to an existing building or structure, must be managed by BOSS.

The standard building operational hours are defined as **6am to 6pm** except for 24/7 facilities (such as Police precincts, etc). Tenants will be responsible for the cost associate with all services provided outside of these normal operating hours.

Building Services

The following base level services are provided to the customers and programs housed in facilities managed by the Department of General Services. Our electronic work order system is available for the use of our customers for reporting an incident or requesting additional services.

Base level services are those services that are necessary to operate and maintain buildings on a daily basis. The annual determination and budgeting of Base Level services considers building system needs as well as customer needs.

All requests for services must be made using our electronic work order system

<http://www.metroso.com/gsa/building-operations/work-request.asp>

Work orders requested by departments involving life safety or emergency issues will take precedence over routine maintenance or discretionary requests. Due to personnel and budget constraints, BOSS reserves the right to prioritize work orders which may lead to increase response times.

All after hour emergency incidents must be reported to the Security Command Center at 862-6599 (primary) - - 238-5534 (secondary).

All service calls requiring outside vendors must be initiated through the BOSS work order system.

Operations and Maintenance includes the following services: Repair, testing, programming, and routine maintenance, as applicable, of the items listed under the headings below; repair or maintenance required due to normal wear and accidents; filing insurance claims, as applicable, with Metro Legal Claims and absorbing all deductible amounts.

Plumbing

- Plumbing and piping systems.
- Domestic cold and hot water distributions.
- Sanitary sewer systems.
- Storm sewer systems.
- Faucets.
- Sinks.
- Toilets.
- Urinals.
- Associated hardware.

Building Finishes

- Roofing systems.
- Exterior/interior walls.
- Ceilings.
- Windows.
- Doors.
- Tile.
- Concrete flooring.
- Interior/exterior painting.
- Signs: Temporary and permanent signage for interior spaces or exterior projects. Service ensures that all signs meet necessary requirements and are uniform with current signage packages.

Lock Systems

- Door locks and door hardware.
- Detention equipment hardware.

Lighting

- General lighting systems.
- Emergency exit lights.
- Ballasts.
- Fluorescent tubes.
- Incandescent lamps.

Electrical Systems

- Transformers.
- Switches.
- Breaker panels.
- Receptacles.
- Operation and maintenance of emergency generators.

EnerNOC Demand Response Events

- Demand Response is a program through TVA managed by EnerNOC. When TVA's power generating capacities are at or near their peak, TVA enacts the EnerNOC network into action. Building Operations will receive an alert from EnerNOC and will then notify building occupants that an event is forthcoming. Each participating building already has pre-determined settings so when an event occurs the energy consumption is reduced by cutting back lights, mechanical equipment, etc. Each EnerNOC event usually last 2-6 hours.

Heating, Ventilation, Air Conditioning (HVAC) - Buildings' heating and cooling systems:

- Boilers.
- Chillers.
- Package A/C units.
- Evaporative coolers.
- **Exceptions:** Refrigerators, freezers, kitchen equipment unrelated to building operations and that are specific to individual department program usage.

Facilities Automation/Life Safety Systems

- Building fire alarm systems.
- Fire extinguishers and elevators as specified in Metro contracts as mandated by State or local code.
- Automated building control systems.

Parking Lot Maintenance and Access Roads

- Repair, patching, crack-sealing, etc., on asphalt concrete surfaces.
- Machine sweeping and flushing as required to maintain clean appearance and minimize deterioration of paved surfaces.
- Routine cleaning of drainage inlets to prevent flooding or ponding.
- Removal of weeds and debris to maintain proper drainage.
- Routine striping and signage maintained as required to sustain vehicle/pedestrian traffic control safety, limited to infrastructure roads, sidewalks, parking facilities, and other appurtenances on properties managed by the Department of General Services.

Welding Services

- Metal building structures.
- Roofs.
- Ladders.
- Rolling doors.
- Motorized gates.
- Security fencing repair.

Environmental Services

- Janitorial Services: Regular scheduled day and night services that include, but are not limited to:
 - Initial cleaning of new space
 - Scheduled floor work for resilient flooring and carpeting.
 - Bathroom cleaning and sanitizing.
 - Elevators.
 - Trash disposal.
 - Recycling.
 - Outside entrances.
 - Interior stairwell cleaning.
- Construction clean-up.
- Moves.
- Window Washing: Cleaning of interior/exterior glass, structural windows, and all glass including interior architectural glass placement, transoms.
- Pest Control: An integrated pest management system focused on the use of traps, baits, and gels in inconspicuous areas, low fumes.
- Rug Rental: Scheduled rug replacement.
- Indoor Air Quality:
- Emergency response plan.
 - Quality schedule program including radon, carbon monoxide, carbon dioxide, gases, VOC's, mold, mildew, and other respiratory irritants.
 - Remediation, temperature, humidity, and ventilation.
- Pest control services include, but are not limited to, the planning, development, management, operations and maintenance for pest control and removal.
- Grounds maintenance services include, but are not limited to, the planning, development, maintenance, management and operations for grounds maintenance at facilities managed by the Department of General Services. These services involve:
 - Mowing.
 - Planting.
 - Seeding.
 - Fertilizing.
 - Raking.
 - Mulching.
 - Watering.
 - Pruning.
 - Weeding.
 - Aerating.
 - Other services related to grounds maintenance.
- Tree planting, trimming, and removal services include, but are not limited to, the planning, development, management, operation, and maintenance of trees. These services involve:
 - Planting.
 - Trimming.
 - Removal.
 - Mulching.
 - Other services relating to tree planting/trimming/removal.

Security Services

- Weapons are not allowed in facilities where security is managed by General Services, with the exception of firearms carried by law enforcement officers in accordance with TCA 39-17-1350.
 - Guard force management
 - Investigations
 - Facility and parking access
 - Security systems

Design and Construction Management

All work involving new construction, modification, or improvement to an existing building or structure owned or leased must be managed by BOSS staff or their contractor.

Customers will continue to use the online CIR form to submit a request for services.

Planning

- Space planning and facilities programming
- Master planning
- Major maintenance planning
- Facilities conditions program.
- Capital improvement project planning
- Building records and archives
- Customer satisfaction surveys and post-occupancy evaluations
- Leased facilities project management
- Facility asset management

Interiors

- Interior finishes (selection, specifications, coordination, and procurement)
- Furniture specifications
- Furniture procurement
- Installation coordination
- Move management services

Design and Construction

- General fund budgeted major maintenance and capital improvement projects/programs
- Cost estimates
- Project scope
- Project design
- Project construction
- Permitting
- Interdepartmental project coordination

Warranty Follow-up

- Capital project warranty issues for duration of specified warranty period with customers and BOSS maintenance supervisors
- Warranty investigation for equipment in new and existing facilities
- Vendor operation and maintenance manuals to maintenance staff.
- Extended warranty service/contracts

Energy Management

- Energy management services to support new and existing construction
- Explore and implement green building energy options on new construction and rehab projects

- Studies to implement energy conservation materials and methods on new and existing buildings
- Utility rates, existing consumption, and available incentives for new and exiting buildings
- Plans review for new retrofit projects to insure energy compliance

ADA Compliance Services

ADA Compliance Services will provide the following services to help ensure the Metropolitan Government of Nashville and Davidson County is in compliance with applicable laws and regulations in regards to the Americans with Disabilities Act Title II: Program assessments (and consultations); plans review; site inspections; ADA training; community outreach; requests for accommodations; special events assessments. See below for more information about each.

Program Assessments

- Ensure programs, services, and activities offered by the Metropolitan Government are accessible to persons with disabilities.
- Assist departments with determining alternate accessible locations.
- Assist in the development of the transition plan.
- Provide an alternative to construction by offering cost-effective ways to allow program access.
- Assist in the planning process for rehabilitation projects.
- Provide assessments of division web pages for accessibility issues.

Plans Review

- Conduct reviews of submitted plans for new construction and renovations.
- Alert project managers, architects, and engineers of non-compliance issues.
- Help educate our customers on the requirements of the ADA.
- Assist in the documentation of all Metro projects that have come into compliance.
- Assist in documenting the standards used during the plans review process.

Site Inspections

- Perform inspections of construction sites.
- Perform forms inspections at all phases of construction.
- Assist in the documentation of all Metro projects that have come into compliance.
- Assist in documenting the standards used during the inspection process.

ADA Training

- Provide ADA Title II training for departmental ADA coordinators.
- Provide ADA Title II training to advocates (subject to availability).
- Provide ADA Title II training to architects, engineers, and project managers (subject to availability).
- Provide subject area training for seminars, conventions, etc., as requested.

Community Outreach

- Employees serve on advocacy committees.
- Man information booths at community events.
- Presentations at outreach conferences.
- Update web site to allow quick information to the public on ADA issues/ standards etc.
- Provide links to ADA resources outside of Metro.

Request for Accommodation

- Assist in the documentation of requests for accommodation.
- Provide an intermediate between the department and the taxpayers.

Special Event Assessments

- Provide plans review for events.
- Perform on-site assessment.
- Provide after-event feedback to organizers to assist with improvements for future events.

Concierge Services

Coffee Stations

- The rental of the coffee stations will be provided by the Department of General Services at approved locations. No individual coffee pots will be allowed (per the Small Appliance Policy). Each agency will be required to purchase their own coffee from the approved Metro Vendor that supplies the machines at each station.

Flags

- General Services fly the following flags – United States of America, the Metropolitan Government of Nashville Flag, the Military Service Flag (during times of war), Official Branches of the United States Armed Forces (on a first served bases, on a designated flag pole at the Historic Courthouse, and for a designated time period).
- All flags are displayed according to the US Flag Code.
- General Services is responsible for replacing and disposing of all Flags according to their condition.

Placement and Removal of Election Signs

- Campaign or ballot issue signage may be posted on General Services managed property that has been designated an official voting site for early, regular, runoff or fail safe voting on the day(s) of an election.
- General Services may designate areas(s) on the property on which these signs may be placed. Signs may not exceed 36" x 36" in dimension. The dimension applies to both length and width (neither dimension may exceed 36"). This size limit also applies to signs in or on vehicles parked on General Services managed property.
- General Services will remove signs and hold them for pick up the day after the election. All Campaign or ballot issue signage must be claimed and removed within 5 days after the official voting day(s) or they will be discarded.

Howard Conference Center

- Setups – Room setup services are provided. Depending on the customer's needs, the Conference Center can be sub-divided into 3 individual useable spaces.
- Reservations – All reservation requests must be made at least 24hrs in advance using our electronic work order system
<http://www.metrosho.com/gsa/building-operations/work-request.asp>

After Hour Event Services

After hour building usage will be considered on a case by case basis by the Director of General Services or designee. For all after hour usage, security personnel are required for the duration of your event. Based on the details of your event, cleaning and maintenance personnel may also be necessary throughout the duration of the event. A Building Operations & Support Services representative will determine the magnitude of services required for your event. Should your event be approved, you will be required to complete a Hold Harmless Agreement and in addition the following rates would apply:

- | | |
|--------------------|--|
| • Security | Fee is determined by Security personnel on a per-event basis |
| • Facility Use Fee | \$200.00 per day or part of a day |
| • Maintenance Fee | \$45.00 per man per hour (3 hour minimum) |
| • Cleaning Fee | \$22.00 per man per hour (3 hour minimum) |

Guidelines for Healthy Vending and Energy Efficiency Use

The Department of General Services is concerned about the health of its employees, and the use of Energy Star rated vending machines. Therefore, General Services adopts the following guidelines:

Healthy Choices:

1. All vending in facilities managed by General Services will provide at least 35% healthy options within six months of adoption of the “Healthy Vending” guidelines (while Metro Health Department facilities will be at 50% healthy options within the same time frame).
2. To be deemed a “healthy option”, a product must meet the following nutritional guidelines:
 - a. No more than 35% of calories from fat.
 - b. No more than 10% of calories from saturated fat.
 - c. No more than 35% of calories from sugar.
 - d. No more than 200 calories per serving.
3. To be deemed a “healthy option”, a beverage must meet the following nutritional guidelines:
 - a. 100% vegetable or fruit juice.
 - b. Fruit-based containing 100% fruit juice and no added caloric sweetener.
 - c. All non-caloric beverages, including diet soda.
 - d. Water.
4. Guidelines will be evaluated and may be modified to insert additional nutritional guidelines after 12 months.

Pricing: Healthy Options should be priced at equal or less than the choices that do not reach the agreed-upon standards.

Placement: Healthy Options should be placed within the top third of the machine at eye level or down the right or left side of the machine.

ENERGY STAR® Rated Machines

The Department of General Services, in an effort to monitor energy consumption, reserves the right to limit the number of vending machines at all of its various locations.



ENERGY STAR® Program Requirements for Refrigerated Beverage Vending Machines

Eligibility Criteria, Version 2.0: Below is the product specification (Version 2.0) for ENERGY STAR qualified refrigerated beverage vending machines. A product must meet all of the identified criteria if it is to be qualified as ENERGY STAR.

1. **Definitions:** Below are the definitions of the relevant terms in this document.

- A. **Refrigerated Beverage Vending Machine:** A self-contained system designed to accept consumer payments and dispense bottled, canned, and other sealed beverages at appropriate temperatures without on-site labor intervention.
 - 1) **Indoor Vending Machine:** A machine intended for placement inside a building and not subjected to the effects of weathering. These machines are marked "For Indoor Use Only" in accordance with UL Standard 541, "*Refrigerated Vending Machines*".
 - 2) **Outdoor Vending Machine:** A machine intended for placement outdoors and subjected to the full effects of weathering. These machines are marked "Suitable for Outdoor Use" or "Suitable for Protected Locations" in accordance with UL Standard 541, "*Refrigerated Vending Machines*".
 - 3) **Rebuilt Refrigerated Beverage Vending Machine:** A UL-listed or classified model that has been previously in use and subjected to various degrees of retrofitting, remanufacturing, refurbishing, repairing, or reconditioning for resale or reuse.
- B. **Low Power Mode:** The reduced power state of a refrigerated beverage vending machine during extended periods of inactivity.
- C. **Rebuilding Kit:** A combination of components that may be installed in a previously used vending machine at a refurbishment center.
- D. **Standard Product:** The standard product shall be 12-oz. (355 ml) cans for machines that are capable of dispensing 12-oz. (355 ml) cans. For all other machines, the standard product shall be the product specified by the manufacturer as the standard product¹.
- E. **Vendible Capacity:** The maximum quantity of standard product that can be dispensed from one full loading of the vending machine without further reload operations when used as recommended by the manufacturer.²

¹ ASHRAE Standard 32.1-2004, *Methods of Testing for Rating Vending Machines for Bottled, Canned, and Other Sealed Beverages*.

² *Ibid.*

- F. **OEM:** Original Equipment Manufacturer.
 - G. **Qualified component supplier (QCS):** A company that produces components and/or rebuilding kits for vending machines.
 - H. **Refurbishment Center (RC):** A facility equipped to rebuild vending machines.
 - I. **ASHRAE:** American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.
 - J. **CSA:** Canadian Standards Association.
 - K. **UL Standard 541:** UL Safety Standard for Refrigerated Vending Machines.
2. **Qualifying Products:** In order to qualify for the ENERGY STAR, a refrigerated beverage vending machine must meet the definition in Section 1., A. All qualifying models must also meet the performance requirements provided in Section 3, below, at the time of manufacturing or rebuilding.
 3. **Energy-Efficiency Specifications for Qualifying Products:** Only those products listed in Section 2 that meet both criteria A and B provided below may qualify as ENERGY STAR.
 - A. **Energy Consumption:** Qualifying models shall consume equal to or less energy in a 24-hour period than the values obtained from the equations³ shown below. Effective dates for Tier I and Tier II are provided in Section 6 of this specification.

Tier I: $Y = 0.55 [8.66 \div (0.009 \times C)]$

Tier II: $Y = 0.45 [8.66 \div (0.009 \times C)]$

Where:
 Y = 24-hour energy consumption (kW/hday) after the machine has stabilized.
 C = Vendible capacity.

Example: Under Tier I, a 650-can capacity machine may consume no more than 7.9805, or 9.98 kWh/day (rounded). Under Tier II, a 650-can may consume no more than 6.5295 or 6.53 kWh/day (rounded).
 - B. **Low Power Mode:** In addition to meeting the 24-hour energy consumption requirements in Section 3A, qualifying models shall come equipped with hard-wired controls and/or software capable of placing the machine into a low power mode during periods of extended inactivity while still connected to its power source to facilitate the saving of additional energy, where appropriate. The machine shall be capable of operating in at least one of the lower power mode states described below.
 - 1) Lighting low power state – lights off for an extended period of time.
 - 2) Refrigeration low power state – the average beverage temperature is allowed to rise to 40°F or higher for an extended period of time.
 - 3) Whole machine low power state – the lights are off and the refrigeration operates in its low power state.

³ The energy consumption equation is based on CAN/CSA C804-96 *Energy Performance of Vending Machines* (for Machine Type A).

While only one of the above low power mode states is required, EPA encourages new machine manufacturers to continue to include all of the low power mode options in equipment designs and partners that are rebuilding machines to seek out new technologies that might help to achieve this goal as well.

In addition, the machine shall be capable of returning itself back to its normal operating conditions at the conclusion of the inactivity period. The low power mode-related controls/software shall be capable of on-site adjustments by the vending operator or machine owner unless the low power controlling device is already pre-programmed when installed into the machine. EPA encourages partners to train vending machine installers to provide information to host sites on the low power mode capabilities of their machines so that these capabilities may be enabled as directed by the host site.

NOTE: EPA's goal in including these low power mode requirements is to ensure that existing machine software capabilities are available and may be used to their fullest potential based on the individual requirements of the host site. However, machines that are vending temperature sensitive product, such as milk, must not have the refrigeration low power state enabled on-site by the vending operator or machine owner due to the risk of product spoilage.

4. **Test Criteria:** ENERGY STGAR Partners are required to perform tests, according to the requirements included in this Version 2.0 specification, and then submit qualifying model information to EPA for approval.
 - A. In performing these tests, Partner agrees to measure a model's daily energy consumption according to ASHRAE Standard 32.1-2004, *Methods of Testing for Rating Vending Machines for Bottled, Canned, and Other Sealed Beverages*, using the last conditions provided in Section 6 of the standard:
 - 1) Machines marked "For Indoor Use Only" must be tested at 75+/-2°F (23.9+/-1°C); 45+/-5% relative humidity, and 36+/-°F (2.2+/-0.5°C) average beverage temperature throughout the test.
 - 2) Machines marked "Suitable for Outdoor Use" or "Suitable for Protected Locations" must be tested at 90+/-2°F (32.2+/-1°C); 65+/-5% relative humidity; and 36+/-1°F (2.2+/-0.5°C) average beverage temperature throughout the test.
 - B. Test results must be reported to EPA using the Refrigerated Beverage Vending Machine Qualifying Product Information (QPI) Version 2.0 form.
5. **Additional Qualification and Certification Procedures for Rebuilt Vending Machines:** Each rebuilt vending machine model number should be distinct and representative of a particular mode and rebuilding kit combination that has been tested and qualified for ENERGY STAR. For example, the Partner may submit multiple component and/or rebuilding kit options for one vending machine model but each combination must be supported by individual test results and represented by separate model numbers. EPA reserves the right to request additional information on ENERGY STAR qualified rebuilt machines, should an issue arise regarding their performance and qualification. When qualifying and reporting rebuilt machines:
 - Partner will be responsible for identifying and testing each component and/or rebuilding kit within each machine model to determine which combination(s) will meet the ENERGY STAR energy-efficiency specifications. It is also the responsibility of the Partner to verify UL or equivalent safety requirements and that the components are Listed, Recognized, Classified, etc., as applicable for each component.

- Partner must test a representative machine for each model and component combination to ASHRAE Standard 32.1-2004 and report the results to EPA using the Refrigerated Beverage Vending Machines QPI Version 2.0 form for review. Once EPA has approved the rebuilt model, the Partner may begin remanufacturing machines with the energy-saving components and/or “kits” and labeling the resulting rebuilt models as ENERGY STAR.
 - While rebuilding the machines for ENERGY STAR qualification, the Partner must use only those components that have been tested and approved for use in specific ENERGY STAR configurations, as identified by the Partner, and meet the applicable UL or equivalent safety requirements, including Listed, Recognized, Classified, etc., as applicable. In addition, it is the responsibility of the Partner to ensure that installation is performed according to the appropriate machine guidelines.
6. **Effective Date:** The date that manufacturers may begin to qualify machines as ENERGY STAR will be defined as the *effective* date of the agreement.
- A. **Tier I** – The first phase, Tier I, shall go into effect on April 1, 2004, and conclude on June 30, 2007.
- B. **Tier II** – The second phase of this specification, Tier II, shall commence on July 1, 2007. All products including models originally qualified under Tier I, with a date of manufacture or rebuild on or after July 1, 2007, must meet Tier II requirements in order to bear the ENERGY STAR on the product or in product literature.
7. **Future Specification Revisions:** ENERGY STAR reserves the right to change the specification should technologies and/or market changes affect its usefulness to consumers, industry, or the environment. In keeping with current policy revisions to the specification are arrived at through industry discussions. In the event of a specification revision, please note that ENERGY STAR qualification is not automatically granted for the life of a product model. To carry the ENERGY STAR label, a product model must meet the ENERGY STAR specification in effect on the model’s date of manufacture. The date of manufacture is specific too each unit and is the date by which a unit is considered to be completely assembled.

Small Appliance Policy

The Small Appliance policy pertains to the evaluation, acquisition, and installation of approved government-furnished appliances at Metropolitan Government of Nashville and Davidson County (Metro) workplace facilities. This policy provides standards for employee-furnished or manager-approved appliances in the workplace. This policy applies to all General Services managed workplace facilities within Metro government.

Definitions

- **Appliance refers to any item** that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than general electronics such as personal computers (PC's), monitors, printers, and related technology items.
- **Metro workplace** is a Metro office or facility that is operated by the Department of General Services for Metro employees and support contractors. The office or facility may be owned by Metro Government, State of Tennessee or another party that Metro has a contracted with to provide the office or facility.
- **Employee-furnished appliances** are devices brought into the workplace by employees, such as radios, lamps, clocks, fans, etc. (**Note:** Not all appliances are acceptable for installation.)
- **Government-furnished appliances** include shared appliances (such as refrigerators, microwaves, ice makers and coffee services) and personal appliances (such as task lights) or special accommodations that are approved through General Services.

General Guidelines

- Appliance must always meet Underwriters Laboratories (UL) safety certification. Appliance installation must comply with the 41 Code of Federal Regulations (CFR), 111.77-3, *Appliances and Appliance Circuits*. Appliances must be suitably installed for the locations and service intended.
- Appliances purchased for use in a Metro facility must conform to the objectives of Ordinance No. BL2007-1374, amending Title 16 of the Metropolitan Code regarding sustainable building design standards for new and renovated Metropolitan Government buildings and facilities. DOE Energy Star® environmental standards shall be met.
- Installation of any concession (i.e. vending facility) must comply with the State of Tennessee regulation T.C.A. 71-4-501, "...states that TBE will have a "Priority" to operate vending in these buildings. By priority, the law means that TBE will have the first right of refusal to provide any food service..."
- Evaluation of requests for government-furnished shared appliances (refrigerators, microwaves, ice makers, and shared coffee services for designated refreshment areas) will be based on the availability and proximity of cafeteria services or other commercial food sources. Evaluation of requests for government-furnished shared appliances will be situation specific. It is recognized that various facility types will have varying requirements. (For example, the requirements of a 24x7 workplace may differ from the requirements of a field facility.) Exceptions to standards will be reviewed on a case-by-case basis.
- All government-furnished and employee-furnished appliances are subject to review by management.
- Requests for government-furnished appliances should be made to General Services work order system (see Procedures, 03.0). General Services will use the principles of employee health and safety, and energy efficiency to determine if appliances meet the criteria. As appropriate, the Safety Office will be consulted prior to approval.

- Government-furnished appliances may also include task lights. Installation of these appliances is generally approved once other adjustments to the physical work environment have been reviewed by General Services.
- Managers must assume responsibility for any appliance approved for use in the workplace. Small personal appliances must not pose potential disruptions to the workplace, such as interference with fire alarm and sprinkler systems, lighting or building power, noise pollution, and/or possible orders, lack of cleaning, etc. Appliances in this category may include radios, lamps or clocks.
- Appliances in Category 3 of the attached table are not approved for installation in the Metro workplace. Items such as personal coffee pots, electric coolers, grills, griddles, hot plates, small refrigerators, toaster ovens, fish tanks, and water fountains may cause safety hazards, significant noise pollution, or potential water damage. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages. Any consideration of a Category 3 appliance requires specific detailed justification and approval by General Services. Any exception based on medical reasons for placement of unauthorized appliances must meet the standard evaluation process for reasonable accommodation.

Responsibilities

- Building Operations Support Services, Life Safety Officer may require the removal of unauthorized appliances, subject to these responsibilities and procedural guidelines.
- The Department of General Services is responsible for providing a safe physical environment for all employees and for the review and approval of government-furnished appliances. BOSS provides guidance regarding the appropriateness of any appliance in question.
- Department Heads and/or Elected Officials at all Metro workplace locations are responsible to review and determine the appropriateness of any approved, employee-furnished appliance in the workplace, and they assume responsibility for safety compliance.
- Employees must acquire their manager's permission in advance of installation for any appliance they bring into the workplace. Employees who have unauthorized appliances will be asked to remove them from the Metro facility.

Procedures

The acquisition process for government-furnished appliances for all General Services managed Metro facilities:

- Manager reviews and evaluates the request for an appliance based on business need, cost, and space allowance, as well as fire, electrical, safety, and building requirements, and prepares a brief justification.
- Organization's administrative staff completes the BOSS Maintenance Work Order on-line form, attaches the justification, and submits the request to General Services for review and approval.
- General Services will determine appropriateness for acquisition and installation of an appliance. If a request is denied, General Services will provide the rationale and any alternatives that may be available.

References

- 41 CFR-111.77-3, Appliances and Appliance Circuit
- T.C.A. 71-4-501, Operating vending in State and Local Government facilities
- Title 16 Metropolitan Code Ordinance No. BL2007-1374, Regarding sustainable building design standards for new and renovated Metropolitan Government buildings and facilities.

Table of Appliances:

Category 1: Government-Furnished Appliances (Requires approval of General Services on the Maintenance Work Order on-line form)	
Type of Appliance	General Criteria/Issues
Refrigerators, Microwaves, Water Filters, Ice Machines	Government-furnished appliances must meet UL (Underwriters Laboratories) Certification and Energy Star® Standards.
Coffee Services	Government-furnished coffee services include the Coffee makers, coffee urns. Each department is responsible for cups, condiments, stirrers, and coffee.
Task Lights	Task lights are provided with each workstation for individual control and comfort.

Category 2: Employee-Furnished Appliances (Manager Approved)	
Type of Appliance	General Criteria/Issues
Clocks	Must not pose disruptions to the workplace
Lamps	Must not pose disruptions to the workplace
Radios	Must not pose disruptions to the workplace
Fans	Must not pose disruptions to the workplace

Category 3: Appliances Not Approved for Personal Use in a Metro Facility	
Aquariums / Fish Tanks	Griddles
Coffee Pots: Personal/ individual use in employee workstation or office is not acceptable	Hot Plates
Coolers and Small Refrigerators	Heaters / Foot Warmers

Water Fountains	Pop-Corn Markers
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Exercise Room Use and Regulations

- The exercise room is for Metro employees' use only. All use of the exercise room is on employees' personal time and is not in the course and scope of employment for the Metropolitan Government.
- Employees are in no way required to use the equipment in the exercise room and assume all responsibility and risk for loss, damage, illness and/or injury which they may, in any way, sustain in connection with the use of the equipment.
- Employees should not use the equipment if they have any physical, health related or other problems that would make the use of the equipment dangerous or harmful to themselves or others. A Physical Activity Readiness Questionnaire prepared by Metro's Worksite Wellness Program is available at the security desk at the MSE main entrance. Please complete this questionnaire before using equipment.
- Employees should not use the equipment unless they have discussed the use with their personal physician and have been advised by their physician that it is safe for them to use the equipment.
- Employees must read instructions for using a piece of equipment before using it. These instructions are available at each equipment station in the exercise room.
- Appropriate athletic wear is required while using the exercise equipment. Clothing with exposed rivets, buttons, zippers, or other metal parts is not permitted
- Appropriate athletic footwear must be worn while using the exercise equipment: boots, sandals and open toed shoes are not permitted while training.
- No personal items shall clutter hallways and/or the exercise room entrance.
- No open beverage containers, food, gum, or tobacco products are allowed in the exercise room. ONLY sports bottles containing water or sports drinks are allowed.
- Limit use of cardiovascular machines to 20 minutes when others are waiting.
- Employees must bring a clean towel to use on the exercise equipment. Covering the seats of the exercise equipment with a towel helps prolong the life of the equipment and helps keep it clean.
- Equipment must be cleaned after each use with the provided disinfectant.
- Employees should use extreme caution lifting weights to avoid potential injury to themselves and others.
- All exercise equipment must be used in accordance with the manufactures instructions.
- All free weights must be returned to the appropriate storage racks after each use. Free weights may not be left on the floor or stacked against other equipment after use.
- Male and female locker rooms are available. Employees are responsible for providing a lock to secure personal belongings. Locks and contents must be removed from the lockers after each workout. No overnight or long-term storage in lockers will be permitted. Locks and contents will be removed by General Services Staff if left overnight.

- Employees must leave belongings in lockers while working out. General Service's staff will not hold personal items for employees.
- Gym bags will not be allowed in the exercise room.
- Neither the Metropolitan Government, Department of General Services, or its staff will be held responsible for items lost, stolen or damaged – whether stored in lockers or not – no exceptions.
- Shower stalls are available in each of the locker rooms. Employees are responsible for providing toiletries and locks. Toiletries and locks must be removed after each workout. Locks and contents will be removed and is subject to being discarded by General Services staff if left overnight.
- Showers are to be kept to a reasonable length of time – typically 5 minutes.
- No horseplay, profanity or suggestive language is allowed and employees are to conduct themselves in such a manner as to reflect credit on themselves and the Metropolitan Government. Any employee violating this rule will be required to leave the exercise room and the violation will be reported to the appropriate personnel.
- Personal music devices shall be permitted only with the use of earphones so as not to disturb others.
- Equipment irregularities must be reported to the Department of General Services immediately. How to make a report will be posted in the exercise room.
- Intermittent cleanup may occur at any time for safety or sanitary reasons. When required the appointed General Services staff has the authority to stop all activities at any time until the situation has been corrected.

General Services Managed Facilities:

Metropolitan Court House	1 Public Square
222 Building	222 3RD Ave North
Juvenile Justice Center	100 Woodland St
Emergency Comm Center	Ashwood Ave
Radio Tower Site #1	3810 Picture Ridge Terrace
Radio Tower Site #2	7107 Whites Creek Pk
Radio Tower Site #3	3441 Love Circle
Radio Tower Site #4	6981 Alto Vista Dr
Radio Tower Site #5	5758 Cane Ridge Dr
Radio Tower Site #6	2583 Greer Rd
Radio Tower Site #7	8072 Old Charlotte Pk
Radio Tower Site #8	5758 Cane Ridge Dr
Radio Tower Site #9	8871 Griffith Rd
Radio Tower Site #10	2060 15TH Ave South
Radio Tower Site #11	7107 Whites Creek Pk
Radio Tower Site #12	4246 Andrew Jackson Parkway
Domestic Violence	811 2ND Ave South
Police I.D. Forensic Lab	501 2ND Ave North
Fire Administration Bldg	30 Hermitage Ave
Fire Station N0 35	2034 Hobson Pike
Highland Heights (KIPP)	123 Douglas Avenue
Madison Branch (old) Library	501 Heritage Dr
Ben West Library	225 Polk Ave
E911 Backup Luton Center	5240 Harding Place
Birch Judicial Campus	100 James Robertson Parkway
Ben West Muni Bldg	100 James Robertson Parkway
Justice A. A. Birch	408 2ND Ave North
Metro Office Building	800 2ND Ave South
Howard Office Building	700 2ND Ave South
Lindsley Hall	730 2ND Ave South
Children's Theatre	724 2ND Ave South
Fulton Camp Parking Garage	800 2ND Ave South
430 Myatt Plant Facility	430 Myatt Dr
430 Myatt Office Facility	430 Myatt Dr
430 Myatt DNA/Crime Police Precinct	430 Myatt Dr
Clifford Allen Bldg	800 2ND Ave North
Satellite Warehouse	800 2ND Ave North
Clifford Allen Campus	800 2ND Ave North
Police South Sector	5135 Harding Place
Police Hermitage Precinct	4022 Dodson Chapel Rd
Metro Southeast	1417 Murfreesboro Rd
MNAA Warehouse	1415 Murfreesboro Rd
Police Training Academy	2411 Buena Vista Pk
Police Training Academy House	2715 Tucker Rd
Police Training Academy Library	2515 Buena Vista Pk
Police Gunsmith Workshop	2515 Buena Vista Pk
Police Management Office	2515 Buena Vista Pk
Police K9/Aviation/Hanger	2515 Buena Vista Pk
Police Gun Range (Small)	2515 Buena Vista Pk
Police Gun Range (Large)	2515 Buena Vista Pk
Police Management Office Annex	2515 Buena Vista Pk
Police Training Academy Classes	2715 Tucker Rd

Police East Patrol Precinct	942 East Trinity Lane
Police Special Investigations	940 East Trinity Lane
Police Criminal Justice Ctr (CJC)	200 James Robertson Parkway
Police Criminal Justice Ctr Annex	200 James Robertson Parkway
Police Auto Theft	1200 Freightliner Dr
(new) Police West Precinct	5500 Charlotte Ave
Police North Patrol Precinct	2229 26TH Ave North
West Patrol Precinct	6730 Charlotte Ave
PW Fleet Truck Wash	941 Dr Richard Adams Dr
MSAC Attendance Center	945 E Richard Adams Dr
Fleet Heavy	941 Dr Richard Adams Dr
Election Commission Warehouse	Craighhead St
Police Central Precinct	501 Broadway
STC Drug Court Long Term (DC4)	1010 Camilla Caldwell Lane
STC Drug Court Warehouse (DC4)	1010 Camilla Caldwell Lane
STC Drug Ct Female Resid (DC4)	1010 Camilla Caldwell Lane
STC Drug Ct Male Resid (DC4)	1010 Camilla Caldwell Lane

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